

# Quotation Request //

## US Government Publishing Office

Agency Publishing Services  
732 North Capitol Street, NW  
Washington DC 20401-0001

**JACKET:413-257 R-1**

**Quotations are Due By:**  
**(Eastern Time)10:00 AM on 07/27/2021**

**Submit Quotes Online, unless otherwise instructed, via: <https://contractorconnection.gpo.gov/openjobs.aspx>  
Contractor must provide mandatory W-9 form before GPO makes payment.**

**TITLE:** Ready Reliable Care Leadership Playbook

**QUANTITY:** 54816 Playbooks

### FIXED PRICE-INDEFINITE QUANTITY CONTRACT:

**QUOTATIONS:** The offerer is to quote the maximum quantity, inclusive of all costs that will be delivered to DLA Document Services per specification requirements, for a total of \$13,875.00. In addition, the offerer must quote a separate additional price for 16 copies for the Superintendent of Documents (SuDocs). The price for the SuDocs quantity must be based on a continuing run of the quantity produced for DLA Document Services, exclusive of all basic or preliminary charges. Quotations must include the cost of all materials and operations for the total quantity ordered. Quotations should be prepared in conformance with the Schedule of Prices.

**BASIS FOR AWARD:** The contract will be awarded to that responsible offerer whose bid conforming to the solicitation provides the lowest overall cost per copy to the Government, including prompt payment discount. The lowest overall cost per copy will be calculated by dividing the total price (\$13,875.00) plus the price quoted for SuDocs copies) by the total number of copies to be delivered (number of copies quoted for DLA Document Services Plus 16 copies for SuDocs). See Schedule of Prices.

### SCHEDULE OF PRICES

	Quantity	Cost
DLA DOCUMENT SERVICES	54,800 copies	\$13,875.00
SuDocs	+ 16 copies	+ \$4.00.
<b>TOTAL QTY and TOTAL COST:</b>	<b>54,816 copies</b>	<b>+ \$13,879.00</b>
<b>TOTAL COST/TOTAL QUANTITY = COST per COPY</b>		<b>\$.253</b>

Any modification that results in a price change must be authorized by DLA Document Services before the contractor/vendor proceeds. Failure to obtain this authorization may result in non-payment for those modifications.

**NOTE:** Vendors are expected to submit invoices within 30 days of job shipping/delivery.

**REVISION 1 ADDRESS CHANGE:** Remaining 15 poster set per tube (including TBD Departmental

Random "Blue Label" copies) delivery address changed FROM Intellicor, c/o Dave Hilbert (717-291-3090), Way Delivery, 4581 Lower Valley Rd., Atglen, PA 19310 TO Gray Graphics Corp., 8607 Central Ave, Capitol Heights, MD 20743.

**TRIM SIZE:** .

8-1/2 x 11", saddle stitch.

**PAGES:** .

16, Plus Separate Cover.

**SCHEDULE:**

Furnished Material will be available for pickup by 07/28/2021

Deliver complete (to arrive at destination) by 08/11/2021

F.O.B. destination

**QUALITY LEVEL:** 2 Quality Assurance Through Attributes (GPO PUB 310.1, effective May 1979 (Rev. 9-19)) applies.

**DESCRIPTION:**

REVISION 1 ADDRESS CHANGE: Remaining 15 poster set per tube (including TBD Departmental Random "Blue Label" copies) delivery address changed FROM Intellicor, c/o Dave Hilbert (717-291-3090), Way Delivery, 4581 Lower Valley Rd., Atglen, PA 19310 TO Gray Graphics Corp., 8607 Central Ave, Capitol Heights, MD 20743.

Covers: Cover 1 prints type/rule matter, detailed agency logo/seal images, photos, illustrations, and solids in 4-color process plus some type reversing out to appear White. Covers 2 thru 4 are blank. Coat (after printing) the entire surface of cover 1 with UV coating to prevent scratching and smearing.

TEXT PAGES: Text foiled 1 thru 16 and prints head to head with type/rule matter, photos, charts/Tables, images, tints, illustrations, and solids in 4-color process plus some type reversing out to appear White. Some text pages contain content that must print and align across the bind. Folio 16 is blank. Note: Contractor to adjust all even folio numbers.

**MATERIAL FURNISHED:** Contractor to receive. .

Via email After Award.

Purchase order.

One (1) PDF file. Contractor to extend bleed as necessary. Contractor to follow page numbers in file for pagination and add blank pages as needed.

GPO Form 2678 (departmental random copies-blue label).

GPO Form 917 (Certificate of Selection).

Contractor to download the "Labeling and Marking Specifications" form (GPO Form 905, R. 7-15) from gpo.gov, fill in appropriate blanks, and attach to shipping containers.

Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the contract administrator.

The contractor shall create or change any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level. Minimum 175 line screens required

**PAPER:** \* Must be in accordance with JCP Paper Specification Standards in effect on date of this order  
JCP Code\* L10, Gloss-Coated Cover, Basis Size 20 X 26" Basis Weight 80 lbs.  
JCP Code\* A60, Uncoated Text, Basis Size 25 X 38" Basis Weight 60 lbs.

**COLOR OF INK:**

4-color process.

**PRINT PAGE:** Head to Head

**MARGINS:**

Follow electronic file.

**PROOFS:**

E-MAIL PROOFS (indicate margins): CONTRACTOR MUST NOT PRINT PRIOR TO RECEIVING AN "OK TO PRINT". One set of E-Mailed Electronic Page Proofs. Contractor to submit one "Press Quality" PDF "soft" proof (for content only) using the same Raster Image Processor (RIP) that will be used to produce the final printed product. PDF proof will be evaluated for text flow, image position, and color breaks. Proof will not be used for color match.

E-Mailed proofs (marked with Jacket/Req. Number plus return name and E-Mail address) directly to the Agency at tena.r.dynes.civ@mail.mil, heidi.b.king.civ@mail.mil, Lorraine.e.cwieka.civ@mail.mil, eric.l.williams@dla.mil and Lorraine.e.cwieka.ctr@mail.mil. Contractor must call GPO Contract Compliance Section at (202) 512-0520 immediately upon E-Mailing proofs and immediately upon receiving the returned proofs (or OK E-Mail) back from the Department. Proofs will be withheld not more than (3) workdays from receipt at the Department to receipt in the contractor's plant.

**BINDING:**

Saddle stitch in 2 places on 11 inch side.

Trim 3 sides.

Grain must run parallel to spine.

Score on all folds (cracks or wrinkles are not acceptable).

**PACKING:**

Shrink Film Pack in units of 50. Pack suitably per cartons.

Pack suitably per shipping container.

**DISTRIBUTION:**

Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to tena.r.dynes.civ@mail.mil; and Lorraine.e.cwieka.ctr@mail.mil. The subject line of this message shall be "Distribution Notice for Jackets 413-257, Requisition Number. 0-210430G. The notice must provide all applicable tracking numbers, shipping method, and Title. Contractor must be able to provide copies of all delivery, mailing, and shipping receipts upon agency request.

DLADS require all vendors to send proof of delivery upon completion of work to the DLADS (Eric.L.Williams@dla.mil)

Vendor must send notification (email) when product is shipped to: lorraine.e.cwieka.ctr@mail.mil, and tena.r.dynes.civ@mail.mil.

Contractor MUST email a notification to susan.stewart25.civ@mail.mil, and Eric.L.Williams@dla.mil when product is shipped.

Deliver 100 copies via traceable means to: Defense Health Agency, 7700 Arlington Blvd., Suite 5101, Falls Church, VA 22042-5101, Attn: Tena Dynes (703-681-1769), Heidi King and Beth Puchino, 3M440A heidi.b.king.civ@mail.mil AND beth.a.puchino.civ@mail.mil.

Deliver 54,700 copies (200 including 200 Departmental Random "Blue Label" copies) via traceable means to: Gray Graphics Corp., 8607 Central Avenue, Capitol Heights, MD 20743.

Note: For the "Blue Label" Copies -- A copy of the Government furnished certificate (GPO Form 917) must accompany the voucher sent to GPO, Financial Management Service, for payment. Failure to furnish the certificate may result in delay in processing the voucher. NOTE: Form is also available at <https://www.gpo.gov/pdfs/vendors/sfas/Form917.pdf>.

Deliver 1 copy, BAC (C+1) 1523-01, to: US Government Publishing Office, Federal Depository Library Program, Mail Stop: FDLP, 44 H St., NW, Loading Dock, Washington, DC 20401, Marked Item No.0306.

Deliver 15 copies BAC (by Law) 1525-01, to Library of Congress, U.S. Serials and Government Documents Section, U.S. Anglo Division, 101 Independence Avenue, SE, Stop 4276, Washington, DC 20540-4276. Marked: Depository File Copies NOTE: All shipments to this destination must be via FedEx, UPS or United States Postal Service (USPS).

All expenses incidental to returning materials, submitting/returning proofs, and furnishing samples must be borne by the contractor.

**QUALITY ASSURANCE LEVELS AND STANDARDS:** The following levels and standards shall apply to these specifications:

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests -- General Inspection Level I.
- (b) Destructive Tests -- Special Inspection Level S-2.

Specified Standards-- The specified standards for the attributes requiring them shall be:

ATTRIBUTE	SPECIFIED STANDARD
P-7. Type Quality and Uniformity	OK'd proof/Furnished Electronic File
P-10. Process Color Match	Furnished Electronic File

**PREAWARD SURVEY:** In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract. As part of the financial determination, the contractor in line for award may be required to provide one or more of the following financial documents:

- 1) Most recent profit and loss statement

- 2) Most recent balance sheet
- 3) Statement of cash flows
- 4) Current official bank statement
- 5) Current lines of credit (with amounts available)
- 6) Letter of commitment from paper supplier(s)
- 7) Letter of commitment from any subcontractor

The documents will be reviewed to validate that adequate financial resources are available to perform the contract requirements. Documents submitted will be kept confidential, and used only for the determination of responsibility by the Government. Failure to provide the requested information in the time specified by the Government may result in the Contracting Officer not having adequate information to reach an affirmative determination of responsibility.

**PAYMENT:** Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of invoicing.

Instruction for using this method can be found at the following web address:  
<http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

Invoices may also be mailed to: U.S. Government Publishing Office, Office of Financial Management, Attn: Comptroller, Stop: FMCE, Washington, DC 20401.

For more information about the billing process refer to the General Information of the Office of Finance web page located at <https://www.gpo.gov/how-to-work-with-us/vendors/how-to-get-paid>.

**NOTE:** Vendors are expected to submit invoices within 30 days of job shipping/delivery.

**Attachment(s):** NONE